

**DEPARTMENT OF THE ARMY
293D BASE SUPPORT BATTALION
UNIT 29901
APO AE 09086**

AEUSG-MA-ACS (608-1)

SUBJECT: Standing Operating Procedure (SOP) – Relocation Readiness Sponsorship Training

1. **PURPOSE.** Prescribe procedures for administering the Army Community Service (ACS) Relocation Readiness Sponsorship Training.
2. **APPLICABILITY.** These provisions are applicable to authorized personnel and activities in the 293d Base Support Battalion (BSB) area of operation. Authorized personnel are active duty, reserve military personnel on active duty and DoD civilians and their family members.
3. **SCOPE.** Sponsorship training is designed to provide training to unit sponsorship trainers or directly to designated sponsors upon unit request.
4. **GENERAL.** Personnel shall comply with procedures outlined in the following publications, this SOP and any additional procedures as may be implemented by the Relocation Readiness Manager (RRM) and/or Army Community Service Officer (ACSO):
 - a. AR 608-1, Army Community Service Center, 1 Oct 99
 - b. AR 600-8-8, The Total Army Sponsorship Program, 1 Jul 93
 - c. USAREUR Pamphlet 600-8-8, 27 Nov 98
 - d. USAREUR Supplement 1 to AR 600-8-8, 27 Nov 98
 - e. USAREUR Command Policy Letter 20, 7 Jul 99
 - f. 26 ASG Sponsorship Policy Memorandum, undated
 - g. 293d BSB Command Policy Memorandum 3, Sponsorship, 18 Dec 98

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5. RESPONSIBILITIES.

- a. The RRM shall oversee the Sponsorship Training program in the 293d BSB area of responsibility. The Relocation Educator contractor shall be responsible for implementing and managing the Sponsorship Program for training and assistance.
- b. Sponsorship training shall be conducted quarterly, as a minimum.
- c. Training dates shall be coordinated with the BSB Public Affairs Office to enter it on the Community Calendar and ensure no conflicts with major community events.
- d. A training agenda shall be prepared and a memorandum signed by the Director, Community Activities (DCA) shall be sent to all tenant units announcing training and requesting a roster of personnel who will attend the training session.
- e. The Commander and First Sergeant of each unit should receive training along with at least one other individual who has a minimum of one-year retainability.
- f. Publicity requests shall be sent to PAO via the ACS staff representative to ensure widest dissemination of information. E-mail will also be utilized.
- g. Prepare a sponsorship information packet for hand out during training. A copy of original must be kept on file as an example.
- h. Follow-up calls to units will be made ten days prior to training date to ensure receipt of information.
- i. Upon training completion, prepare certificates for class attendees and forward to commanders.
- j. Prepare an After Action Report (AAR) and include training statistics in the weekly and monthly reports.
- k. Coordination of publicity and telephone contact with units is essential to ensure maximum participation.

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l. The Inprocessing Training Center (ITC) will give each soldier a Sponsorship Survey (DA Form 7274, Jun 93). Once collected, ITC will forward the survey to the Relocation Educator for compilation of trends. The Relocation Educator will review data/comments and ensure they are used to enhance the effectiveness of the Sponsorship Training Program. The Relocation Educator will forward the compiled surveys to the 293d BSB, S-1, NLT the 5th working day of the following month.

m. The Relocation Educator will support the Sponsorship Recognition Program by providing feedback regarding outstanding sponsors to the 293d BSB, S-1. Feedback will be included as part of the survey compilation.

n. Youth Sponsorship training will be coordinated with Youth Services.

DANNY MILES
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